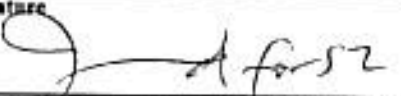
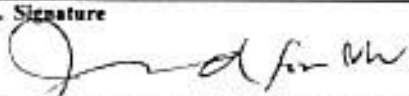
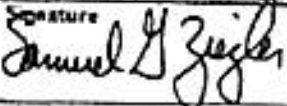
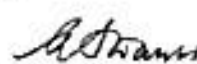
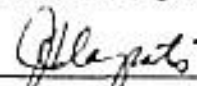
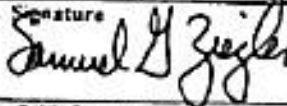

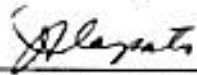


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION San Francisco, CA		2. POSITION NUMBER 00051710	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	0028	13	
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Volmer, Jared B.		
7. ORGANIZATION (Give complete organizational breakdown)			e. Watersheds Section		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 9			g.		
c. Water Division			h. Employing Office Location San Francisco, CA		
d. Ecosystems Branch			i. Organization Code 4AAB0000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input checked="" type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Samuel G. Ziegler, Chief, Watersheds Section			d. Typed Name and Title of Second-Level Supervisor Nancy Woo, Assistant Director, Water Division		
b. Signature 		c. Date 7/31/2014		e. Signature 	
				f. Date 7/31/2014	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature	
				j. Date	
11. REMARKS					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION San Francisco, California		2. POSITION NUMBER 00051710	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
	EPS	GS	0028	13	
4. Supervisor's Recommendation	Environmental Protection Specialist		GS	0028	13
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE VOLLMER, Jared B.		
7. ORGANIZATION (Give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 9			g.		
c. Water Division			h. Employing Office Location San Francisco, CA		
d. Watersheds Office			i. Organization Code 90920801 Dept. 0000003712		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input checked="" type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Samuel Ziegler, Manager, Watersheds Office			d. Typed Name and Title of Second-Level Supervisor Alexis Strauss, Director, Water Division		
b. Signature 		c. Date 5/31/10	e. Signature 		f. Date 6 May 2010
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
A. Promotion Potential XX This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 0018	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (<input type="checkbox"/> % of time) <input type="checkbox"/> This position is subject to random drug testing (<input type="checkbox"/>)		i. Classifier's Signature 		j. Date 6/25/10
11. REMARKS This position was classified through selection of duties procedures and meets the requirements of EPA's Merit Promotion Plan.					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION San Francisco, California		2. POSITION NUMBER	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation					
4. Supervisor's Recommendation Environmental Protection Specialist		GS	0028	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE VOLLMER, Jared B.			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 9		g.			
c. Water Division		h. Employing Office Location San Francisco, CA			
d. Watersheds Office		i. Organization Code 90920801 Dept. 0000003712			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input checked="" type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Samuel Ziegler, Manager, Watersheds Office		d. Typed Name and Title of Second-Level Supervisor Alexis Strauss, Director, Water Division			
b. Signature 		c. Date 5/31/10		e. Signature  f. Date 2 May 2010	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential XX This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code			
g. Bargaining Unit Code 0018		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature  j. Date 6/28/10	
11. REMARKS Accretion based on impact of the person on the position. Incumbency allocation only					

POSITION DESCRIPTION

Environmental Protection Specialist (GS-028-13) Senior State Watersheds Coordinator

I. INTRODUCTION

The incumbent serves as a Senior State Watersheds Coordinator within the Watersheds Office, Water Division, EPA, San Francisco. The Watersheds Office is responsible for accelerating the restoration of impaired waters and the protection of aquatic ecosystems through the implementation of Total Maximum Daily Loads (TMDLs) and watershed plans. Our responsibilities include: (1) overseeing State Nonpoint Source Programs (CWA Section 319) and other CWA financial assistance programs; (2) fostering focused watershed efforts; (3) utilizing a broad range of regulatory and non-regulatory programs to achieve water quality results; (4) providing technical and program assistance to a wide range of interests; and (5) documenting environmental results.

This position oversees all aspects of a State's Nonpoint Source (NPS) Program (CWA Section 319) and includes additional leadership assignments that support the implementation of core Clean Water Act functions. The incumbent has direct management responsibility and provides technical support to ensure that the State develops and maintains a NPS program that meets and/or exceeds the requirements of the Clean Water Act. The incumbent is recognized as having watershed planning expertise necessary to advance watershed protection and restoration. The position requires working with a high degree of independence in representing the Agency with the State and watershed stakeholders. The incumbent conducts extensive outreach and technical assistance both within and outside the Regional Office. The position cuts across program boundaries and requires broad knowledge of Clean Water Act and Safe Drinking Water Act programs. These activities involve highly complicated program issues and the application of appropriate environmental statutes, implementing regulations, and policies.

II. MAJOR DUTIES AND RESPONSIBILITIES

This position encompasses a variety of duties which reflect the various areas of responsibilities for the Watersheds Office. This position focuses on the protection and restoration of water quality related to nonpoint source (NPS) pollution and functions as the Regional lead for other core water quality protection and restoration programs. The incumbent serves as senior environmental protection specialist and manages a multitude of complex, technically difficult, and/or politically sensitive State and special appropriation programs and grants.

The incumbent provides leadership and direction on NPS pollution controls, water quality protection and watershed management. The incumbent works with EPA and State program staff and management on all issues related to the NPS Program, including program development and implementation, EPA performance measures, program performance and evaluation and budgetary decisions. The incumbent also works across

various water quality programs to restore impaired waters and protect aquatic ecosystems. The incumbent maintains partnerships with agencies and nongovernmental organizations to enhance efforts to address national and regional priorities.

ENVIRONMENTAL PROTECTION AND OVERSIGHT:

Provides expert advice and assistance to State and others relating to the development, implementation and oversight of environmental protection plans and programs including for CWA Section 319 – Nonpoint Source Pollution Control Program. Manages grant agreements and is technical advisor for Section 319 and related programs and assistance agreements; negotiates grant agreements and associated work plans; establishes performance and reporting measures on which to evaluate the grantee; conducts assessments of grantee performance and works with senior management where appropriate to address areas of concern; develops and analyzes related data including funding history and environmental results; and prepares reports and briefings related to the development, implementation, and results for NPS pollution control and related programs.

INTERNAL CONTROLS

Establishes and maintains effective systems of CWA Section 319 – Nonpoint Source Pollution Control Program grant information tracking and administrative controls to safeguard resources, assure the accuracy and reliability of its information, assure adherence to applicable laws, regulations and policies, and promote operational economy and efficiency. Provides leadership within EPA Region 9, with Headquarters and external partners to achieve results, ensure accountability and enhance use of a various EPA programs to restore and protect water quality. Provides advice to other States and EPA colleagues to strengthen watershed protection and restoration activities.

PLANNING

Develops and implements plans, tools, and procedures for accomplishing organizational goals and objectives. Proposes strategies and specific courses of action which appear most promising to effectively achieve identified goals and objectives. Evaluates future trends and identifies resources which will be necessary for future program accomplishments. Utilizes emerging information technologies to promote watershed protection and restoration, and the implantation of NPS practices. Identifies and evaluates prospective problem areas and proposes solutions and alternatives for circumventing or surmounting such problems. Identifies and specifies requirements for progress reporting, key evaluation points, milestones, internal/external coordination, administrative support and technical support.

POLICY DEVELOPMENT

Develops and evaluates national policy options. Formulates and administers plans and policies to meet program objectives and/or meets with policy-makers and assists them in

formulating policy in sensitive and difficult areas. Coordinates with EPA Region 9 offices and federal, state, and tribal agencies, as appropriate, in order to study, evaluate, and implement alternative or supplemental measures and program options. Represents the Agency at national, state and local meetings. Maintains technical expertise in all matters of the nonpoint source pollution, including management practices and policy. Provides expertise to other Regional programs. Coordinates development of special projects to evaluate options or impacts of possible policy directions and develops schedules for evaluation of policy options.

PROGRAM MANAGEMENT

Plans and manages the CWA Section 319 - Non-point Source Pollution Control Program. Determines and specifies program goals and objectives. Works closely with senior management at the State and local agencies to improve the program to ensure national objectives are met. Identifies resources necessary for accomplishing goals and objectives. Proposes specific methods and approaches for program accomplishment. Sets milestones, prepares schedules, and develops means of tracking and evaluating program operation and accomplishments. Assesses the appropriateness of program direction and determines the need for redirection of program efforts. Adjusts schedules, milestones and resources as necessary in order to accommodate changes in agency priorities, objectives, and policy. Coordinates program activities with other EPA organizations and programs, and with other federal, state, tribal and local agencies, as appropriate.

III. FACTOR EVALUATION STATEMENT (FES) FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

Mastery of the principles, practices, and theories of grants management and EPA grant guidelines and regulations to serve as an authority in identifying, defining, and resolving critical problems in the design of grants/Performance Partnership Grants (PPGs) and applying new developments in making decisions and recommendations which significantly change, interpret, or develop important grant relationships between EPA and tribes.

Mastery of all statutes, regulations and policies applicable to the Nonpoint Source Program, and all principles relating to implementation of CWA 319 requirements, in order to serve as an authority in identifying, defining and resolving critical problems and applying new developments in making decisions and recommendations to States which will ensure the long-term visibility and effectiveness of federal funds.

OTHER KNOWLEDGE AND SKILLS REQUIRED

- a. Understanding of basic water and watershed ecology, ecological functions and watershed planning.
- b. Excellent oral and written communication skills needed to coordinate with peers within the office on various projects participate in outreach efforts to States and

others; provide training to peers and states, and work with EPA HQ and federal, state and local agencies.

- c. Knowledge of Clean Water Act (CWA) and Safe Drinking Water Act programs and grants with emphasis on protecting and restoring waters impaired by nonpoint source pollution.
- d. Demonstrated analytical skills required for assessment of problems, project design, compilation and analysis of information, and design of new programs and tools.
- e. High level of computer literacy with ability to utilize emerging information technologies to assemble and display environmental information.

2. SUPERVISORY CONTROLS

The employee works under minimal supervision with assignments given in terms of the general emphasis area, overall goals, and available resources. The employee, in consultation with the supervisor, develops general objectives, projects, work to be done, and deadlines. The employee, having acquired expertise in a specialty, is responsible for planning and executing assignments, selecting appropriate techniques and methodology, and determining approach to be taken. The employee is expected to resolve most of the conflicts that arise and coordinate work with others as necessary. The employee interprets and applies program policy and keeps the supervisor informed of progress, potentially controversial problems of concern, or matters having far-reaching complications. Completed work is reviewed for general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

3. GUIDELINES

Guidelines are generally broad and nonspecific. Employee is required to use resourcefulness and perception based on experienced judgment to deviate from or extend traditional practices, methods and techniques; to adapt general guidance; or to resolve situations where precedents are not available or appropriate.

4. COMPLEXITY

Assignments include a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often new theories or methodologies; involve synthesizing national goals, objectives, and priorities into regional applications; or involve developing materials to supplement and interpret EPA HQ guidelines. The work requires originating new techniques, establishing criteria or developing new information.

5. SCOPE AND EFFECT

The purpose of the work is to serve as a technical authority and to provide the guidance and leadership to develop essentially new or significantly improved techniques in order to devise solutions to problems that may involve delicate coordination negotiation of major consequence. Efforts affect policy or other decisions, the work of other technical authorities, or major aspects of EPA programs.

6. PURPOSE AND CONTACT

Contacts are for purposes of collecting and exchanging information, providing consultation on problems, defending the proposed approaches, negotiating settlement of differences and resolving problem areas or controversial issues.

7. PHYSICAL DEMANDS

The work is primarily sedentary in nature.

8. WORK ENVIRONMENT

Work is generally performed in an office environment with some travel to attend meetings, trainings, or conferences. Some field visits may also be necessary.

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	VOLLMER, Jared.		This position has no extramural resources management responsibilities.
Position Number	00051710		Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Protection Specialist	XX	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0028-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	90920801 Dept. 3712		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	<i>Emmanuel A. Zerk</i>	Date	5/15/10
Personnel Specialist's Signature	<i>J. Lopez</i>	Date	6/28/10

Part 1. Contracts Management Duties			
Pre-award: <input checked="" type="checkbox"/> Plans Procurements <input checked="" type="checkbox"/> Estimates Costs <input checked="" type="checkbox"/> Obtains funding commitments <input checked="" type="checkbox"/> Prepares procurement requests <input checked="" type="checkbox"/> Writes statements of work <input checked="" type="checkbox"/> Reviews statements of work <input checked="" type="checkbox"/> Processes unsolicited proposals <input checked="" type="checkbox"/> Responds to pre-award inquiries <input checked="" type="checkbox"/> Participates in pre-award conferences <input checked="" type="checkbox"/> Conducts technical evaluation of proposals <input checked="" type="checkbox"/> Participates in debriefing/protests Other (list) _____		<input checked="" type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award <input checked="" type="checkbox"/> Defines scope of work for work assignments <input checked="" type="checkbox"/> Approves payment requests of ACH drawdowns <input checked="" type="checkbox"/> Manages cost-reimbursement contracts <input checked="" type="checkbox"/> Reviews invoices <input checked="" type="checkbox"/> Inspects and accepts deliverables Other (list) _____	
Post-award: <input checked="" type="checkbox"/> Prepares delivery orders <input checked="" type="checkbox"/> Reviews contractor work plans <input checked="" type="checkbox"/> Reviews contractor progress reports <input checked="" type="checkbox"/> Monitors government-furnished property <input checked="" type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award		Close-out: <input checked="" type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed <input checked="" type="checkbox"/> Reconciles payments with work performance <input checked="" type="checkbox"/> Closes-out payments <input checked="" type="checkbox"/> Performs cost accounting <input checked="" type="checkbox"/> Provides assistance to Contracting Officer in settling claims Other (list) _____	
		Percentage of Time Spent on Contracts Management <div style="border: 1px solid black; padding: 5px; display: inline-block;"> 55 % </div>	

Continued

more on review

Part 2. Grants/Cooperative Agreements Duties		<input checked="" type="checkbox"/> Advises Grants Management Office of potential problems/issues
Pre-application/Application:		<input checked="" type="checkbox"/> Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
<input checked="" type="checkbox"/> Prepares solicitation for proposals		<input checked="" type="checkbox"/> Approves payments requests or ACH drawdowns
<input checked="" type="checkbox"/> Identifies potential grantees for area of program emphasis		<input checked="" type="checkbox"/> Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
<input checked="" type="checkbox"/> Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		<input checked="" type="checkbox"/> Negotiates amendments
<input checked="" type="checkbox"/> Provides administrative information to applicants		<input checked="" type="checkbox"/> Reviews Cost/Price/Analysis for recipient
<input checked="" type="checkbox"/> Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		<input checked="" type="checkbox"/> When necessary, recommends termination of the agreement
<input checked="" type="checkbox"/> Assists applicant in resolving issues in application		<input checked="" type="checkbox"/> Resolves with Grants Management Office administrative and financial issues
<input checked="" type="checkbox"/> For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		<input checked="" type="checkbox"/> Conducts periodic reviews to ensure compliance with agreement
<input checked="" type="checkbox"/> Negotiates level of funding		Other (list)
<input checked="" type="checkbox"/> Conducts site visits to evaluate program capability		Close-out:
<input checked="" type="checkbox"/> Serves as resource to Selection Panel		<input checked="" type="checkbox"/> Certifies deliverables were satisfactory and timely
<input checked="" type="checkbox"/> Informs applicants of funding decisions		<input checked="" type="checkbox"/> Provides assistance to recipients and Grants Management Office to ensure timely close-out
Other (list)		<input checked="" type="checkbox"/> Reconciles payment with work performed
Award:		<input checked="" type="checkbox"/> Notifies recipient of close-out requirements
<input checked="" type="checkbox"/> Prepares funding package, including Decision Memorandum		<input checked="" type="checkbox"/> Obtains legal assistance if necessary to resolve incomplete close-out
<input checked="" type="checkbox"/> Obtains concurrences/approvals		<input checked="" type="checkbox"/> If project is audited, responds to issues and ensures recipient complies with audit recommendations
<input checked="" type="checkbox"/> Reviews/concurs in completed document		Other (list)
<input checked="" type="checkbox"/> Establishes project file		
Other (list)		
Project Management/Administration:		Percentage of Time Spent on Grants/Cooperative Agreements Management
<input checked="" type="checkbox"/> Monitors recipient's activities and progress		25%
<input checked="" type="checkbox"/> Reviews reports and deliverables and notifies recipient of comments		
<input checked="" type="checkbox"/> Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties		
Pre-Agreement:		Monitors cost management and overall technical performance
Plans and negotiates work effort		Participates in decisions about project modification/termination
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Obtains funding commitments		Inspects and accepts deliverables
Prepares commitment notice		Other (list)
Writes or reviews scope of work		
Responds to pre-agreement inquiries		Close-out:
Participates in pre-agreement conferences		Reviews final report
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed
Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Prepares funding package and obtains necessary concurrences		Certifies deliverables
Other (list)		Resolves close-out issues with Grants Management Office/other agency
		Other (list)
Project Management/Administration:		Percentage of Time Spent on Interagency Agreements Management:
Reviews progress reports/financial reports		0%